



# **GENERAL INFORMATION** **CITY OF FRISCO, TEXAS**

COMPETITIVE SEALED BID NO. 1011-013

**Printing Services Annual Contract with  
Four (4) City Optional Renewals – BEST VALUE BID**

~~~~~  
DOCUMENTS ARE DUE TO THE OFFICE OF THE PURCHASING MANAGER  
PRIOR TO December 10, 2009.

**@ 2:00PM Central Standard Time (CST)**

***NO LATE BIDS WILL BE ACCEPTED***

**ORIGINAL AND ONE COPY REQUIRED**

~~~~~  
**DOCUMENTS  
MAY BE DELIVERED OR  
MAILED TO:**

**CITY OF FRISCO  
TOM JOHNSTON,  
PURCHASING MANAGER  
6101 Frisco Square Blvd.,  
FRISCO, TX 75034**

---

**FOR ADDITIONAL INFORMATION CONCERNING THIS BID PLEASE CONTACT:**

**Tom Johnston C.P.M.  
Purchasing Manager  
[purchasing@frisco.texas.gov](mailto:purchasing@frisco.texas.gov)  
972 292 5540**

**Jean Stelatella  
Buyer  
[purchasing@friscotexas.gov](mailto:purchasing@friscotexas.gov)  
972 292 5541**



## CITY OF FRISCO

### COMPETITIVE SEALED BID NUMBER 1011-013

#### Printing Services Annual Contract

**BIDDER MUST SUBMIT ORIGINAL BID PLUS ONE "COPY" TO FACILITATE EVALUATION. IF A "COPY" IS NOT SUBMITTED WITH THE ORIGINAL, YOUR BID MAY BE CONSIDERED AS "NON-RESPONSIVE TO SPECIFICATIONS" AND MAY NOT BE CONSIDERED FOR FURTHER EVALUATION.**

The City of Frisco (the "City") is accepting Competitive Sealed Bids for an annual contract for Printing Services. The City will have the right and option to extend the term of the contract for four (4) additional one (1) year periods upon the same terms and conditions. The City will also have the right and option to terminate the contract upon thirty (30) days written notice.

It is the policy of the City to involve small businesses and qualified minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects.

**Bid must be received by December 10, 2009 at 2:00 PM CST BY THE PURCHASING MANAGER'S OFFICE. NO BID WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL BIDS RECEIVED AFTER THIS DATE AND TIME WILL BE CONSIDERED UNRESPONSIVE.**

**Bids will be publicly opened and read at the Frisco City Hall Conference Room C116 located at 6101 Frisco Square Blvd., Frisco, Texas 75034 on December 10, 2009 at 2:05 PM CST.**

Write the competitive sealed bid number 1011-013, name of bid, Printing Services Annual Contract and the name of your organization on the outer envelope.

Bids are to be submitted in accordance with the attached City specifications and the "General Conditions of Bidding" attached hereto. Each bidder is required to fill in every blank; failure to do so may be used as a basis for rejection of a bid. The City reserves the right to reject any or all bids, to waive formalities, or to proceed otherwise when in the best interest of the City.

**SEE ATTACHED SPECIFICATIONS/BID FORM**

The successful bidder may be required to execute a written contract.

The City will have the right and option to extend the term of the contract for four (4) additional one (1) year periods upon the same terms and conditions. The City will also have the right and option to terminate the contract upon thirty (30) days written notice.

## GENERAL CONDITIONS OF BIDDING

1. INSTRUCTIONS: These instructions apply to all bids/proposals and become a part of the terms and conditions of any bid/proposal submitted and any agreement entered into subsequent thereto, unless exception is taken in writing by bidder when submitting bid.

### **BIDDING**

2. FORM: Bidders must submit original and one (1) copy of the sealed bid/written quote/proposal to the Purchasing Manager prior to response due date/time. Failure to submit the additional copy may result in the bid being declared unresponsive to specification and may not be further evaluated.
3. PRICING: Price(s) quoted must be held firm for a minimum of ninety (90) days from the date of bid closing. In the case of estimated requirement contract bid, the prices must remain firm for the period as specified in the bid. "Discount from list" bids are not acceptable unless specifically requested in the bid.
4. QUANTITIES: In the case of estimated requirements contract bid, quantities appearing are estimated as realistically as possible. However, the City reserves the right to increase, decrease or delete any item or items of material to be furnished while continuing to pay the price quoted on this bid regardless of quantity. The successful bidder shall have no claim against the City for anticipated profits for the quantities called for, diminished, or deleted.
5. ERROR-QUANTITY: Bids must be submitted on units of quantity specified, extended, and show total. In the event of discrepancies in extension, the unit prices shall govern.
6. F.O.B./DAMAGE: Quotations shall be bid F.O.B. delivered to the designated Municipal Facility, Frisco, Texas and shall include all delivery and packaging costs. The City assumes no liability for goods delivered in damaged or unacceptable condition. The successful bidder shall handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification by the City.
7. DELIVERY PROMISE-PENALTIES: Bids MUST show the number of calendar days required to place the material in the possession of the City. Do not quote shipping dates. When delivery delay can be foreseen, the bidder shall give prior written notice to the City, who shall have the right, in its sole discretion, to extend the delivery date if reasons for delay appear acceptable. Default in promised delivery, without acceptable reasons, or failure to meet specifications, authorizes the City to purchase the goods elsewhere, and charge any increase in cost and handling to the defaulting bidder.
8. BIDDER SHALL PROVIDE: With this bid response, the bidder shall provide all documentation required. Failure to provide this information may result in rejection of bid.

9. ALTERING/WITHDRAWAL OF BIDS: Bids cannot be altered or amended after submission deadline. The signer of the bid, guaranteeing authenticity, must initial any interlineations alteration, or erasure made before opening time. No bid may be withdrawn after opening time without first submitting a written reason to the Purchasing Manager and obtaining the Purchasing Manager's approval.
10. PRESENTATION OF BIDS: No oral, telegraphic, telephonic, e-mailed, or facsimile bids will be considered at this time. All bids must be submitted in a sealed envelope.
11. CORRESPONDENCE: This bid number must appear on ALL correspondence, inquiries, bid submittal documents, etc. pertaining to this Invitation for Bid.
12. ADDENDA: Any interpretations, corrections or changes to this Invitation for Bid and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Frisco Purchasing Division. An attempt will be made to mail, fax, or e-mail any addenda to all who are known to have received a copy of this Invitation for Bid. Bidders shall acknowledge receipt of all addenda in the designated area on the bid document. It is the responsibility of the bidder to ensure receipt of all addenda and to include the changes in this bid document.
13. LATE BIDS: Bids received by the City after submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail, carrier, etc.
14. BID OPENINGS: All bids submitted will be read at the City's regularly scheduled bid opening for the designated project. However the reading of a bid at bid opening should not be construed as a comment on the responsiveness of such bid or as any indication that the City accepts such bid as responsive.

The City will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, City of Frisco Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The City will notify the successful bidder upon award of the contract and according to state law; all bids received will be available for inspection at that time, unless otherwise provided by law.

15. BID TABULATION: Bidders desiring a copy of the bid tabulation may request it by enclosing a self-addressed stamped envelope with bid. BID RESULTS WILL NOT BE GIVEN BY TELEPHONE. You can also download a copy on our website, [www.friscotexas.gov](http://www.friscotexas.gov). If you have any questions, please contact the City of Frisco, Purchasing Division, at (972) 292-5541.

16. **PROTESTS:** All protests regarding the bid solicitation process must be submitted in writing to the City within five (5) working days following the opening of bids. This includes all protests relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to staff recommendations as to award of this bid. Protests relating to staff recommendations may be directed to the City Manager within in five (5) days of the staff recommendation memo. Unless otherwise provided by law, all staff recommendations will be made available for public review prior to consideration by the City Council.

17. **BID AWARD:** The City reserves the right to award a separate contract to separate bidders for each item/group or to award one contract for the entire bid. Unless stipulated in the attached bid specifications, the contract will be awarded to the lowest responsible bidder or to the bidder who provides the goods or services specified herein at the best value for the City in compliance with Texas Local Government Code, Section 252.043.
18. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the City.

## **PERFORMANCE**

19. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:
- A. Have adequate financial resources or the ability to obtain such resources as required;
  - B. Be able to comply with the required or proposed delivery schedule;
  - C. Have a satisfactory record of performance;
  - D. Have a satisfactory record of integrity and ethics; and
  - E. Be otherwise qualified and eligible, as determined by the City, to receive an award.

The City may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

20. **ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract in whole or in part, without the prior written consent of the City.
21. **SPECIFICATION-SAMPLES:** Any catalog, brand name, or manufacturer's reference used is considered to be descriptive, not restrictive, and is indicative of the type and quality the City desires to purchase. Bids on brands of like nature and quality may be considered unless specifically excluded. If bidding on other than reference, bid must certify article offered is equivalent to specifications and it is subject to approval by the using department and the Purchasing Division. Samples, if required, shall be furnished free of expense to the City. **SAMPLES SHOULD NOT BE ENCLOSED WITH BID UNLESS REQUESTED.**

22. TESTING: An Manager so designated, by the City, without expense to the City, may perform testing at the request of the City or any participating entity.
23. PACKAGING: Unless otherwise indicated, items will be new, unused, and in first class condition in containers suitable for damage-free shipment and storage.
24. DELIVERY: Deliveries will be acceptable only during normal working hours at the designated City Municipal Facility. The place of delivery shall be set forth in the purchase order. The terms of this agreement are "no arrival, no sale".
25. TITLE AND RISK OF LOSS: The title and risk of loss of goods shall not pass to the City until the City actually receives and takes possession of the goods at the point(s) of delivery.
26. PATENT RIGHTS: The Bidder agrees to indemnify and hold the City harmless from any claim involving patent right infringement or copyrights on goods supplied.

#### **PURCHASE ORDERS AND PAYMENT**

27. PURCHASE ORDERS: A purchase order(s) shall be generated by the City Purchasing Manager to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. The City will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the contract administrator for which a valid invoice has been received.
28. BID SECURITY/BOND REQUIREMENTS: If required, bid security shall be submitted with bids. Any bid submitted without bid bond, or cashiers/certified check, shall be considered non-responsive and will not be considered for award. Performance and/or payment bonds, when required, shall be submitted to the City, prior to commencement of any work pursuant to the agreement provisions.
29. FUNDING: The City is a home-rule municipal corporation operated and funded on an October 1 to September 30 basis, accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.
30. TAXES: The City is exempt from Federal Manufacturer's Excise, and State sales taxes. TAX MUST NOT BE INCLUDED IN BID PRICING. Tax exemption certificates will be executed by the City and furnished upon request by the Finance Division.
31. PAYMENT TERMS: Payment terms are Net 30 unless otherwise specified by the City in this document. Prompt payment discounts may be used by the City in determining the lowest responsible bidder.
32. INVOICES: Invoices must be submitted by the successful bidder in duplicate to the City of Frisco, Finance Division, 6101 Frisco Square Blvd., Frisco, Texas 75034.

## **CONTRACT**

33. **CONTRACT PERIOD/RENEWAL OPTIONS:** In the case of an annual contract bid, the contract shall be for a predetermined period as specified in the Invitation for Bids. If a clause for option to renew for additional period(s) is (are) included, renewal(s) will be based solely upon the option and written agreement between both the City and the Contractor. Either party dissenting will terminate the contract in accordance with its initial specified term.
34. **INTERLOCAL AGREEMENT:** Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing Interlocal Cooperation Agreements with the City. The City is a participating member of the Collin County Governmental Purchasing Forum (the "Forum"). As such, the City has executed Interlocal Agreements, as permitted under Section 791.025 of the Texas Government Code with certain other governmental entities in Collin County authorizing participation in a cooperative purchasing program. The successful bidder may be asked to provide products/services, based upon bid price, to any other participant in the Forum.
35. **AUDIT:** The City reserves the right to audit the records and performance of successful bidder during the term of the contract and for three (3) years thereafter.
36. **SUCCESSFUL BIDDER SHALL:** Defend, indemnify and save harmless the City and all its officers, Managers and employees and all entities, their officers, Managers and employees who are participating in this contract from all suits, actions or other claims of any character, name and description brought for or on account of any injuries, including death, or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any Manager, officer, director, representative, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost which may be obtained against the City and participating entities growing out of such injury or damages.
37. **TERMINATION FOR DEFAULT:** The City reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to: (1) meet delivery schedules; or (2) otherwise performs in accordance with these specifications. Breach of contract or default authorizes the City to, among other things, award to another bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.
38. **ACCEPTABILITY:** All articles enumerated in the bid shall be subject to inspection by a City officer or employee designated for the purpose. If found inferior to the quality called for, or not equal in value to the specifications, deficient in workmanship or otherwise, this fact shall be certified to the Purchasing Manager who shall have the right to reject the whole or any part of the same. Work determined to be contrary to specifications must be replaced by the bidder and at its expense. All disputes concerning quality of supplies utilized in the performance of this bid will be determined solely by the City Purchasing Manager or designated representative.



39. REMEDIES: The successful bidder and the City agree that each party has all rights, duties, and remedies available as stated in the Uniform Commercial Code and any other available remedy, whether in law or equity.
40. VENUE: This contract will be governed and construed according to the laws of the State of Texas. This contract is performable in Collin County, Texas.
41. SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
42. NO PROHIBITED INTEREST: The bidder acknowledges and represents they are aware of the laws and City Charter regarding conflicts of interest. The City Charter states in part that "No officer, whether elected or appointed, or any employee, whether full or part time, of the City shall have a substantial financial interest, direct or indirect, in any contract, other than employment contracts, with the City; or have a substantial financial interest, direct or indirect in the sale to the City of any land, materials, supplies or services....."
43. ORCE MAJEURE: If, by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this contract, then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals, or other causes not reasonable within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

44    ISCLOSURE OF CERTAIN RELATIONSHIPS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Frisco not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. Chapter 176 and the questionnaire may be found at [www.friscotexas.gov](http://www.friscotexas.gov).

By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

## CITY OF FRISCO CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing good, materials and services for the City of Frisco shall, during the term of the contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City, its officers, Managers, representatives, and employees as additional insureds as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor's bid or response to proposal. If the contract is renewed or extended by the City a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended.

### Type of Contract

### Type and amount of Insurance

#### Special Events

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including coverage for advertising injury and products coverage

Statutory Workers compensation insurance as required by state law

(If the contractor serves alcoholic beverages)  
Liquor Liability with a minimum of \$1 Million Dollars per Occurrence and \$2 Million Aggregate.

(If high risk or dangerous activities) Umbrella Coverage or Liability Excess Coverage of \$ 2 Million Dollars

(If automobile or limousine service is involved even if volunteers)  
Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

#### Public Works and Construction

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, products coverage and (XCU) Explosion, collapse and underground (If high risk or dangerous activities) Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars Statutory Workers compensation insurance as required by state law

#### Professional Services

Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

(If size or scope of project warrant)  
Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 11/21/2007	
<b>PRODUCER</b> City of Frisco 6101 Frisco Square Blvd. Frisco, TX 75034		<b>INSURANCE COMPANY NAME &amp; ADDRESS</b> Insurance Company Name & Address Phone & Fax #'s		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b> Choices QuickForms Street Address1 Street Address2 City State Zip		<b>INSURERS AFFORDING COVERAGE</b> INSURER A INSURER B INSURER C INSURER D INSURER E		<b>NAIC #</b>	
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. E. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
PRODUCTS LISTED	TYPE OF COVERAGE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> YEAR <input type="checkbox"/> YEAR <input type="checkbox"/> YEAR	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				EACH OCCURRENCE \$1,000,000 AGGREGATE LIMIT \$1,000,000 MEDICAL EXPENSE \$100,000 PERSONAL & AD&M INJURY \$100,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMMOD AGG \$
					COMBINED SINGLE LIMIT (If not selected)
					MEDICAL BENEFIT (If not selected)
					MEDICAL BENEFIT (If not selected)
<input type="checkbox"/> DAMAGE LIABILITY <input type="checkbox"/> ANY AUTO	<input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$100,000 OTHER THAN AUTO ONLY \$100,000 AGGREGATE \$100,000
<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION					EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 DEDUCTIBLE \$100,000
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY POLICY PERIOD/DATE/ACCIDENT OFF-ACCIDENT/DATE/ACCIDENT IF POL. AND/OR DATE OFF-ACCIDENT/DATE/ACCIDENT					WORKERS COMPENSATION \$1,000,000 EMPLOYERS' LIABILITY \$1,000,000 POLICY PERIOD \$1,000,000
<b>DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS, AGGREGATE LIMITS, SPECIAL PROVISIONS</b> The City of Frisco, its officers, agents, representatives, and employees as additional insureds as to all applicable coverage with the exception of workers compensation insurance. Provide a waiver of subrogation against the City for injuries, including death, property damage, and any other loss or damage, that is covered by the proceeds of insurance.					
<b>CERTIFICATE HOLDER</b> The City of Frisco 6101 Frisco Square Blvd. Frisco, TX 75034		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL EXCEDE TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPROVE NO EXONERATION OF LIABILITY OF ANY AGENT UPON THE ISSUING, ITS AGENTS OR REPRESENTATIVES. <input checked="" type="checkbox"/> AS THEIR AGENT REPRESENTATIVE			

ACORD 25 (2001/00)

© ACORD CORPORATION 1993

## Supplemental Information

Texas Government Code Section 2252.002 Non-resident bidders. A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

In order to make this determination, please answer the following questions:

1. Address and phone number of your principal place of business:

---

---

---

2. Name and address of principal place of business, and phone number of your company's majority owner:

---

---

---

---

3. Name and address of principal place of business, and phone number of your company's ultimate parent company:

---

---

---

---

### MINORITY/WOMAN-OWNED BUSINESS PARTICIPATION

It is the policy of the City of Frisco to involve small businesses and qualified minority/women-owned businesses to the greatest extent possible in the procurement of goods, equipment, services and construction projects. To assist us in our record keeping, please list below the names of the minority or woman-owned firms you would be utilizing in this bid, and note the monetary involvement:

NAME OF FIRM	TELEPHONE #	\$ INVOLVEMENT

**AFFIDAVIT OF NO PROHIBITED INTEREST**  
(Supplemental Information)

(I) (WE), the undersigned declare and affirm that no person or officer in (my) (our) firm, business, corporation, or board has or will have during the term of this contract a prohibited interest as that is defined in City Charter.

(I) (WE) further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

Name of Contractor: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF TEXAS           \*  
                                      \*  
COUNTY OF COLLIN       \*

BEFORE ME, the undersigned authority, on this day personally appeared, a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of \_\_\_\_\_, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Signature of Notary Public in and for the State of Texas

STAMP

## SUPPLEMENTAL INFORMATION

Please provide the following information for contract development.

Is your firm?

- |                        |                          |     |                          |    |
|------------------------|--------------------------|-----|--------------------------|----|
| 1. Sole Proprietorship | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Partnership         | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Corporation         | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

If company is a sole proprietorship, list the owner's full legal name:

---

If company is a partnership, list the partner's full legal name(s):

---

---

---

If company is a corporation, list the full legal name as listed on the corporate charter:

---

Is this firm a minority, or woman-owned business enterprise?

☐ NO    ☐ YES    If yes, specify (☐) MBE    (☐) WBE

Has this firm been certified as a minority/woman-owned business enterprise by any governmental agency?    ☐ NO    ☐ YES

If yes, specify governmental agency: \_\_\_\_\_

Date of certification: \_\_\_\_\_



For explanation please see Terms and Conditions Item #43

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<b>OFFICE USE ONLY</b>
1	<b>Name of person doing business with local governmental entity.</b>	Date Received
2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
3	<b>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</b>	

4

**Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

Adopted 11/02/2005

**CONFLICT OF INTEREST QUESTIONNAIRE****For vendor or other person doing business with local governmental entity**

- 5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? ☐ Yes ☐ No
- B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? ☐ Yes ☐ No
- C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No
- D. Describe each affiliation or business relationship.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 11/02/2005

**BIDDER REMINDER LIST:  
REQUESTED DOCUMENTATION INCLUDED?  
ORIGINAL AND ONE (1) COPY INCLUDED?  
ALL BLANKS COMPLETED ON THIS BID FORM?  
COMPLETED COMPANY PROFILE/REFERENCES?  
COMPLETED SIGNATURE?**

## **ANNUAL CONTRACT FOR PRINTING SERVICES BEST VALUE BID**

### **Estimated Annual Expenditure:**

The last fiscal year the city spent approximately \$200,000 for printing services on items referenced within this bid. The annual spend varies year to year.

The City of Frisco is soliciting bids for an annual contract for printing services for one year with an option to renew for four (4) additional one (1) year periods. This contract may be awarded to multiple vendors. Bid awards will be based on, but not limited to, the following criteria:

#### **Purchase Price**

Distance of vendor/s facilities from the City

Reputation of the Bidder and of the Bidder's Goods and Services

Quality of the Bidder's Goods and Services

Bidder's Past Relationship with the City

Bidder's In-House Capabilities

Delivery in Business Days After Receipt of a Purchase Order

### **Pre-award Vendor Requirements:**

Vendor/vendors being recommended for award may be required to submit a sample of their work at the City's request. This will be a printed item of the City's choosing and all expense associated with this request will be the responsibility of the vendor. This request will not exceed \$25 in accordance with the pricing submitted within the vendors bid.

The City may conduct on site visit/s of the vendor/s facilities.

### **Freight Charges:**

All delivery and freight charges are FOB Destination. Unit cost must include delivery.

### **Usage:**

Due to the various requirements of each department, usages will vary. For bidding purposes, pricing shall be based on the quantities on the Bid Form. The quantities on the Bid Form should not be construed as either the minimum or maximum amount. Purchase orders will be for the actual requirements as needed by the various departments.

Artwork:

The majority of artwork will be provided by the City. The Vendor/s may also be asked to provide these services as well at a specified price. Vendor/s will be required to have approved proofs and a purchase order from the requestor prior to going to print. The proof approval process may be done by e-mail, fax, or actual samples.

City of Frisco Logo:

The City will provide the vendor/s with the City's logo on an as needed basis. See the Frisco Logo Standards below.

## Frisco Logo Standards

[ Revised 06.18.07: Boyer Group ]

These guidelines illustrate the proper and improper use of this logo. Vector files are provided for reproduction of this logo in any of the variations permitted. To keep the logo consistent, follow the graphic standards below.

### Colors



PMS 1795  
00/94M/100Y/0K



PMS Black (for shadow)  
00/00M/0Y/100K

### Font Family: Trade Gothic Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ

### Tagline text: Trade Gothic Extended

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz

### One Color Logo

This logo should be printed as one or two spot colors when possible. Lettering and space inside of outer rule should be white - not transparent.



PROGRESS IN MOTION



PROGRESS IN MOTION

### Reverse Logo

(on black or dark color) reverse white with transparent lettering and transparent space inside of outer rule.



### Required Space Around Logo



In most usages a minimum area of clear space should separate the logo from other elements; minimum clear space is X. X equals FRISCO letter height.

### One Color Logo

One color usage can be black or PMS 1795.



### Drop Shadow and Tagline Usage

Artwork is provided with the shadow and tagline in place. The additional elements follow specific rules and should not be placed randomly.

[ Page 1 ]

## Environmental Purchasing Policy

Recycled products at a reasonably competitive cost are preferred but not mandatory for this bid. Please note on the bid form those products made from recycled raw materials.

### Pads:

All pads shall be 50 pages per pad. Pricing shall be per pad and include printing and padding.

### Ink:

Red – PMS 1795

Black – PMS Black

Vendor/s will be provided other PMS color numbers as needed.

### Pricing:

Set Up Costs should be included in the pricing on the Bid Form.

### Embossing Die for Business Cards:

Die will be provided to the vendor by the City. This die is set up to emboss eight cards at a time.

### Packaging:

Forms shall be packaged in boxes or shall be wrapped as to prevent soiling or damage in transit.

### Overages:

The City will accept a +/-10% variation in quantity.

### Invoicing:

Invoices should be mailed to the City of Frisco, Accounts Payable, 4<sup>th</sup> Floor, 6101 Frisco Square Blvd., Frisco, Texas 75034. Invoices should include the purchase order number, the ordering department and the name of the person who placed the order.

### References:

Vendors must provide a list of three references (Business name, Address, Phone Number, and Point of Contact), preferably government entities, with their bid.



**Samples and Questions:**

Original samples will not be available through the mail. Prior to the bid opening date, vendors should contact Jean Stelatella on 972 292 5541 to schedule an appointment to view samples on site at City Hall, 6101 Frisco Square Blvd., Frisco, Texas 75034. Office hours are Monday through Friday, 8:00 AM to 5:00 PM. Questions should be submitted by email to Jean Stelatella @ [purchasing@friscotexas.gov](mailto:purchasing@friscotexas.gov). The question deadline is



**GENERAL INFORMATION**  
**CITY OF FRISCO, TEXAS**  
**CITY OF FRISCO PURCHASING DIVISION**

**BID FORM**

1011-013  
 Printing Services

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICING</b>	<b>PER</b>
1	Register embossed business cards, stock is Finch Fine Cover, Bright White, Smooth Finish, 130# double thick cover, Front of card – 1 color - Frisco red ink, registered embossed Frisco logo, back is 2 colors - Frisco red & black ink (run shells) packaged in boxes of 500 each, approximately 20,000 each per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
2	5"x8" pad, single sided copy, black ink, 20 # colored paper, 50/pad		
	1 - 10 pads	\$	each
	11- 20 pads	\$	each
	21 & up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
3	5"x8" pad, single sided copy, black ink, 20 # Bond white paper, 50/pad		
	1 - 10 pads	\$	each
	11- 20 pads	\$	each
	21 & up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

4	#10 Envelopes, Window, #10/24# white, all graphics on front of envelope 2 color red & black ink, Frisco logo, return address per department packaged in boxes of 500 each, approximately 20,000 envelopes per year		
	1-5 boxes of 500	\$	box
	5-10 boxes of 500	\$	box
	10 & up boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

5	#10 Standard Envelopes, Plain/No Window, #10/24# white, all graphics on front of envelope 2 color red & black ink, Frisco logo, return address per department packaged in boxes of 500 each, approximately 20,000 envelopes per year		
	1-5 boxes of 500	\$	box
	5-10 boxes of 500	\$	box
	10 & up boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

6	1/2 #10 Envelopes, tight registration, with bleed on front side bottom left, 4.125 x 9.5 white 60# Finch opaque, printed 1 color front in Frisco red ink, 2 colors back in Black and Frisco red ink,		
	1-5 boxes of 500	\$	box
	5-10 boxes of 500	\$	box
	10 & up boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

7	8-1/2"x11" 2/0 Letterhead, tight registration, no bleeds, white 70# Finch opaque, printed 2 colors front in black & Frisco red ink (Frisco logo, return address per department) packaged in boxes of 500 each, approximately 10,000 sheets per year		
	1-5 boxes of 500	\$	box
	5-10 boxes of 500	\$	box
	10 & up boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

8	8-1/2"x11" 2/0 Letterhead, tight registration, no bleeds, white 70# Finch opaque, printed 2 colors front in black & Frisco red ink (Frisco logo, No department name, packaged in boxes of 500 each, approximately 10,000 sheets per year		
	1-5 boxes of 500	\$	box
	5-10 boxes of 500	\$	box
	10 & up boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
9	8-1/2"x11" white Customer letterhead, 4 color process logo overprints for Police Dept., Library, & Environmental Services, tight registration, no bleeds, white 70# Finch opaque packaged in boxes of 500 each, approximately 2,000 sheets per year		
	1-5 boxes of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
10	Proclamations, 8.5 x 11 Natural 60# Parchtone, printed 2colors front in black & PMS186 ink, approximately 500 per year		
	Box of 500	\$	box
	Typesetting		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
11	Special Recognition Paper, 8.5 x 11 Natural 60# Parchtone, printed 2colors front in black & PMS186 ink, approximately 500 per year		
	Box of 500	\$	box
	Typesetting		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

12	Mayor's Monarch letterhead size paper, 7.1875 x 10.75 natural white 24# Strathmore Wove, printed 2 color front in PMS873 (Seal of the City, Office of the Mayor) & black ink, cut to size, approximately 500 sheets per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
13	Mayor's Monarch size envelopes, natural matching envelopes. printed 2 colors front in PMS874 and black ink, 1 color back in black ink to match item #9, approximately 500 envelopes per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
14	Mayor's Monarch letterhead size paper 7.1875 x 10.75 Ultimate White 24# Strathmore Writing Wove, printed 2 color front in Black & Silver 877 ink, cut to size, approximately 500 sheets per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
15	Mayor's Monarch size envelopes, Ultimate White Monarch Envelopes, printed 2 colors front in Black & Silver 877 ink, 1 color back in Black ink to match item #11, approximately 500 envelopes per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
16	Mayor Letterheads, 8.5 x 11 White 60# Cougar Opaque, printed 2 colors front in 186 Red & Black ink, approximately 500 sheets per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

17	Mayor Envelopes, White #10/60 Cougar Opaque, printed 1 color front in 186 Red ink, 2 colors back in 186 Red & Black ink, matching envelopes for item #13, approximately 500 envelopes per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
18	Sheets for Mayor Note pads, 8.5 x 5.5 White 60# Cougar Opaque, printed 2 up 2 colors front in 186 Red & Black ink, Pad in 50's, Cut to 8.5 x 5.5, approximately 500 sheets per year		
	box of 500	\$	sheets
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
19	Folded Note Cards , 2/0 with no bleeds, embossed logo "registered emboss". 6.25 x 9 white 100# Finch cover, printed 2 colors front in Black, Frisco red ink, approximately 4,000 cards per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
20	Matching Envelopes for Item #16 - White 6 Bar Cougar Opaque, 60 # Finch, printed 2 colors front in Black & 186 Red ink, 2 colors back in Black & 186 Red ink, approximately 4,000 each per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
21	Folded Notes Cards (Mayor's Card), 2/1 with no bleeds, embossed logo, scored & folded "registered emboss", 6.25 x 9 white 100# Finch cover, printed 2 colors front in Black, Frisco red ink, 1 color back in Black ink, approximately 500 each per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

22	Matching Envelopes for Item #18 - White 6 Bar Cougar Opaque, printed 2 colors front in Black & 186 Red ink, 2 colors back in Black & 186 Red ink, approximately 500 each per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
23	Fold Over Cards, 4/1 on 8.5x5.5 CIS creased & folded to 4.25x5.5		
	100	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
24	#10 Size Note Cards (for 16 departments), 2/1 with bleeds, 3.75x9 white 100# Finch cover, printed 2 colors front in Black, Frisco red ink, 1 color back in Frisco Red ink, approximately 4,000 per year		
	box of 250	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
25	#10 Size Note cards (generic with no department), 2/1 with bleeds, 3.75x9 white 100# Finch cover, printed 2 colors front in Black, Frisco red ink, 1 color back in Frisco Red ink, approximately 500 per year		
	box of 500	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
26	Department Notepads, 2/0, no bleeds, padded with chipboard baking in sets of 50, 8.5x5.5 white 60# Finch opaque, 18 sheets, printed 2 colors front in Frisco Red, black ink, approximately 1,000 pads per year		
	box of 50 pads	\$	box
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

27	White Envelopes 9" x 12" – 24# paper, gum seal, 2 colors printed red & black on front of envelope, approximately 20,000 per year	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
28	3 part NCR Receipt books - white, yellow, pink; 200 per book, 4 per page, black ink, numbered and perforated, 8-1/2"x11" plastic coil left, clear overlay front & chipboard back – approximately 20 books per year		
	20 books	\$	book
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
29	8.5x11 Carbonless Padding NCR 3 part, white, yellow, pink, printed 1 color front in black ink, 20# Paper glued on the 8-1/2" edge		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
30	8.5x11 Carbonless Padding NCR 2 part, White, Canary printed 1 color front in Black ink 20 # Paper, glued on the 8-1/2" edge		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
31	2 part NCR forms -20 # Paper, white, yellow, printed 1 color front in Black ink 20# paper, 8-1/2"x 5-1/2", glued on the 5-1/2" edge		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	



32	8.5x14 NCR 3 part, printed 1 color front in Black ink, 20# paper, glued on the 8-1/2" edge		
	1-500	\$	each
	501-1000	\$	each
	1000-up		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
		\$	
33	3 part NCR form - 20# Paper white, yellow, pink, black ink 8-1/2"x11" – one crash number in red in the upper right, glued on the 8-1/2" edge		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
34	3 part NCR snap out form, all parts 15# Paper - white, yellow, pink; black ink on front & black ink on back - back printing changes from Part 1 & Part 3, 8-1/2" x 11-5/8" - one crash number in red in the upper right – approximately 1,200 each per year		
	1,200	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
35	2 sided English & Spanish, 8.5x11 NCR 3 part, printed 1 color front in black ink, 1 color back in black ink, 20# paper		
	1-500	\$	each
	501-1000		
	1000 & up		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

36	4 part NCR form, parts 1&2 -5x8-3/4, parts 3&4 5x9-1/4, Carbonless, #1 20# White CB, #2 15# Green CFB, #3 15# Canary CF, #4 White 24# Bond, Printing, Red & Black ink face all parts, Black Ink Back of Parts 2, 3 & 4, 25 Sets Book, Triad Cover, Tape over Staples, Consecutive Number, 14 Point, Number on the front (Municipal Court Citation Books) approximately 400 books @25, 4 part citations per book or 20,000 per year		
	20,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
37	4 part NCR forms, all parts 20# Paper, white, yellow, pink, gold, printed 1 color front black ink 8-1/2 x 11, glued on the 8-1/2" edge carbonless padding		
	1-500	\$	each
	501-1000		
	1000 & up		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
38	8.5x11 Carbonless 2 part LE, White, Canary, 20# paper, 1 color front QP Black,fan apart padding		
	1-500	\$	each
	501-1000		
	1000 & up		
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

39	Accident Information Sheets, 4.25x5.5 White 20# Bond, copied 4 up on 1 side, pads in 50's approximately 250 pads per year or 12,500 sheets		
	12,500	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

40	5"x 2-1/2" 110 Index# colored tag, black ink, one hole punch		
	1 - 5000 tags	\$	thousand
	5001-10,000 tags	\$	thousand
	10,001 - 20,000 tags	\$	thousand
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

41	110 Colored Index door hanger white or yellow, 3-1/2"x 8-1/2", black ink		
	1 - 1000	\$	thousand
	1001 - 3000	\$	thousand
	3001 - 5000	\$	thousand
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

42	White 2 part NCR door hanger 4-1/4"x11" black ink , 2nd part 105 TCF		
	1 - 100	\$	each
	101 - up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

43	2"x 6-1/2" 80# colored ticket, black ink, double sided On Rolls (Fair/Special Event Tickets)		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

44	Imprinted white cocktail napkins, colored ink 4 x 4		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

45	Imprinted white cocktail napkins, colored foil ink 4 x 4		
	1-500	\$	each
	501-1000	\$	each
	1000-up	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

46	Winter Games of Texas Booklet, 16 page Self Cover Booklet, 5.5x8.5, Machine booklet binding, Endurance (H) Gloss Book KS(05-08), White, 80#, 4 color front & back – approximately 5,000 per year		
	5,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

47	Frisco Fun Guide, 32-36 pages including cover, 80# glossy Outside, 50# white offset Inside, Full color throughout with bleeds, 11x17 folded to finished size of 8.5 x 11, Saddle stitched, <b>Delivery to Mailing Service Station in Plano, TX.</b> Produced 4 times per year – 12,000 Guides per printing		
	48,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

47	Brochure, 5.66x11 finished size, Endurance (H) Gloss Cover KS (05-08), White, 100#, Full color front & back, folding & die cut		
	5,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

48	Brochure, 8.5x11 finished size, Sabre Gloss Book (H) LE, White, 80#, Full color front & back, folding required, no bleeds		
		1000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
49	Card, finished size 4x9, Endurance (H) Gloss Cover KS (05-08), White, 100# 4/4 Process front & back		
		2000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
50	16 page Self Cover Booklet, 8.5x5.5 finished size, Endurance (H) Gloss Book KS (05-08) White 80#, 4 color process front & back, machine booklet binding		
		5000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
51	Brochure, 3.67x8.5 finished size, Hammermill color copy KS (10-08), White 28# , 4 color front & back, folding, bleeds		
		3000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days

52	City of Frisco Road Atlas Coil Binding, 10 mil Laminated Covers (364-370 pages), 310 30-35mm Coil Binding 1 Front Cover, 9x11 Photowhite 80# Hammemill Cover Cover Smooth, digitally printed 2 up on 2 sides, 310 Lamination 10 mil, Blank Back Cover, 9x11 Pocket Red 65# Astrobrights Cover Vellum 310 Lamination 10 mil Gloss, Insides, 8.5x11 White 60# Cougar Offset Smooth, 180 sheets, copied on 2 sides, Tabs, 19 per set + A-R & Additional Info Mylar tabs (5890 tabs)		
	310	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
53	Tickets, Flat Sheet, Finished Sheet 2x6.5, Endurance (H), Gloss Cover KS (05-08), White, 80#, Color – Full Color Front, 1 Color Back, Shrink Wrapping 25 per Package		
	10,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
54	4x6 Post Cards, Sabre Gloss Cover, White 80#, Four Color Front, One Color Back, Bleeds		
	1000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
55	4x6 Post Cards, 100# Color Copy Paper, Full Color, one sided		
	500	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

56	Bookmarks, 1.75 x 5.5, 130# Galerie Art Gloss Cover, 4/4		
		1000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
57	Invitations - Flat Cards, 4/0 on 5x7 80# Gloss Cover – w/non printed envelopes, A-7 28#		
		200 Invitations	\$ each
		200 Envelopes	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
58	Invitations, 1/0 on 5x7 100# non-gloss cover – w/non printed envelopes A-7 28#		
		500 Invitations	\$ each
		500 Envelopes	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
59	Invitations, 4/1 on 80# Gloss Cover, Flat size 9x6.25 folded to 4.5x6.25 w/non printed envelopes A-7		
		200	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days

60	Rufus Photos, Flat Sheet, 8.5x11 Kromecote Cover C1Skp, White, 10PT, 4/0 Process		
	500 Invitations	\$	each
	500 Envelopes	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
61	Gift Certificates for the Frisco Athletic Center – Frisco Fun Bucks, 3x7, Sabre Gloss Cover, White 80#, Four Color Front, One Color Back, Bleeds		
	300	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
62	Benefits Enrollment Form, 4/0 on 8.5x11 60# Text		
	1000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
63	Annual Enrollment Letter, 1/1 on 8.5x11 60# Text		
	1000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	



64	Beneficiary Designation Form, 1/1 on 8.5x11 60# Text		
		1000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
65	Benefits Enrollment Form, 4/0 on 8.5x11 60# Text		
		1000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
66	Survey Form, 1/1 on 8.5x11 60# Text		
		2000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
67	Trifold Brochures, 4/4 on 8.5x11 100# Gloss Text, Creased & Folded		
		1000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days

68	Trifold Brochures, 4/4 on 8.5x11 28# Text			
		1500	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
69	Trifold Brochures, 4/4 on 70# Vector text sized 8.5x11			
		500	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
70	Trifold Brochure, 8.5x3.67 finished size, Endurance (H) Gloss Book KS (05-08), White 80#, 4 color front & back			
		2500	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
71	Brochure, 4.25x8.5 finished size, Endurance (H) Gloss Cover KS (05-08), White 100#, 4 color front & back, folding 3 fold, score short 3 score			
		2000	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	

72	Newsletter, Multiple Parts, 8.5x5.5 finished size, 4 pieces per set, Endurance (H) Gloss Book KS (05-08), White 80#, 4 color front & back, folding		
	152,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

73	Newsletter, 16 Page Booklet, 8.5x11, Astrobrights Text KH, Colors, 60#, QP-Black front & back, machine booklet binding, no bleeds		
	12,000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

74	Certificates, 4/0 8.5x11 Cream Card Stock		
	100	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

75	Programs, 4/4 on 8.5x11 80# Gloss Text Folded to 8.5x5.5		
	200	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

76	Programs, 2 Color, 8.5x11 28# text folded into half to make 8.5x5.5, then Saddlestitched		
	500	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

77	Badge Inserts, 1/1 on 80# Gloss Cover (White) trimmed to 3x4		
	500	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

78	Badge Inserts, 1/1 on 65# Astrobright Rocket Red trimmed to 3x4		
	1200	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

79	Badge Inserts, 1/1 80# Astrobright Terra green trimmed to 3x4		
	200	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

80	Badge Inserts, 1/1 on 67# Canary yellow trimmed to 3x4			
		100	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
81	CAFER Books, Front cover & three divider pages, full color 8.5x11, 80# Gloss cover, Back Cover, Blank 8.5x11, 80# Gloss cover, Laminating front & back covers – 5 mil PET gloss superstick, flush cut, square corners			
		100	\$	sets
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
82	Posters, 4/0 on 11x17 100# gloss cover, no bleeds			
		200	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	
83	Posters, 4/0 on 12x18 100# gloss cover			
		100	\$	each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days	

84	Posters, 4/0 on 11x17 80# gloss cover		
	100	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
85	Variable Data Posters, 24x36, 4/0 with Bleeds, 100# Gloss Book		
	100	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
86	Flyers, 8.5x11, full color front, one sided, regular 70# text, no bleeds		
	250	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	
87	Flyers, 8.5x11 White, White Offset 70#, Digital Imaging on 2 sides		
	3000	\$	each
	Delivery after acceptance of proof & purchase order in business days	# of Business Days	

88	Flyers, Full Color one side, 8.5x11 28# text		
		700	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
89	Flyers, 4/4 on 11x17, 80# Gloss text		
		500	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
90	Flyers, 4/0 on 8.5x11 28# text		
		2000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
91	Flyers, 1/1 on Springhill Blue Paper		
		5000	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days

92	Flyers, 4/0 5.5x8.5 28# text		
		300	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days
93	Brochure, Finished fold 8.5x7, Full Color printed on all four sides, 80# non glossy cover		
		500	\$ each
		Delivery after acceptance of proof & purchase order in business days	# of Business Days



The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all product/service upon which prices are extended at the price offered, and upon the conditions in the specifications of the Invitation For Bid.

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination to control the price of product/service bid on, or to influence any person or persons to bid or not to bid thereon."

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

By: \_\_\_\_\_ (print name) Cash Discount Terms: \_\_\_\_\_

Title: \_\_\_\_\_ Federal ID #/SSN #: \_\_\_\_\_

Signature: \_\_\_\_\_

Acknowledgement of Addenda: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_